



MISSOURI SENATE

Journal Production Clerk

DEFINITION:

This position requires a combination of clerical and technical skills in the preparation of various materials for publication.

An employee in this class performs typesetting and layout of a number of materials for publication utilizing both computerized and/or manual methods. Primary responsibility during session is the preparation of the daily Senate journal for publication. Employee also performs editing of the Senate Rule Book, seating chart, Senate standing committees list and meeting schedules, official Senate programs and assist in proofing of the bills and resolutions. Works under the general supervision of the Secretary of Senate.

DUTIES AND RESPONSIBILITIES:

Produces daily Senate journal for printing/publication.

Assists in proofing of bills and resolutions.

Perform other related work as required.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Skill in typing accurately from rough draft or plain copy.

Skill and accuracy in proof-reading journals and bills.

Knowledge of spelling, business English, punctuation and vocabulary.

Knowledge of word processing and/or publishing software.

Ability to work under pressure of frequent deadlines with long hours.

Ability to manage time effectively and meet established time schedules.

Ability to establish and maintain effective working relationships.

TRAINING AND EXPERIENCE:

High school graduation or equivalent and one year experience in typesetting, publishing or computer graphics.

REPORTS TO:

Secretary of Senate

HOW TO APPLY:

Please submit application of employment <https://www.senate.mo.gov/SenateApplication.pdf>, letter of interest and resume to Cindy Winthorst, State Capitol Building, 201 W. Capitol Avenue, Room 434-B, Jefferson City, MO 65101 or cwinthorst@senate.mo.gov.

You may also apply at <https://mocarers.mo.gov/hiretrue/mo/senate/index.html>.